



C A L I F O R N I A D E P A R T M E N T O F
Mental Health

1600 9th Street, Sacramento, CA 95814
(916) 654-2383

July 19, 2004

SAMHSA LETTER NO.: 04-03

TO: COUNTY MENTAL HEALTH DIRECTORS
COUNTY MENTAL HEALTH PROGRAM CHIEFS
COUNTY MENTAL HEALTH ADMINISTRATORS
COUNTY MENTAL HEALTH FISCAL OFFICERS
(SAMHSA Block Grant Counties Only)

SUBJECT: STATE FISCAL YEAR 2003-04 SUBSTANCE ABUSE AND
MENTAL HEALTH SERVICES ADMINISTRATION BLOCK GRANT
FINAL ALLOCATION AND COST REPORT

This letter transmits the Final Allocation Worksheet (Enclosure I), Accounting Guidelines (Enclosure II), and cost report forms for settlement of the State Fiscal Year (SFY) 2003-04 Substance Abuse and Mental Health Services Administration (SAMHSA) Block Grant funds. Federal Catalog Number 93.958 is applicable when referring to or auditing this grant.

Final Allocation

The Final Allocation is the State Department of Mental Health's (DMH) approved level of SAMHSA Block Grant funding for the county.

Final Budget

The Federal Grant Detailed Provider Budget is used as a program control document and is not intended for fiscal audit control. Counties have received an approved budget for each of the programs funded by the SAMHSA Block Grant. The last approved revision will serve as the Final Budget.

Cost Report

The Cost Report is due December 31, 2004. The Federal Grant Expenditure Report/MH 1767, Grant Financial Status Report/MH 1784, and Grant Cash Transaction Report/MH 1785, are the required forms. (These forms are enclosed.) Submit one MH 1767 for each program and one MH 1767-S as a summary, if you have more than one program funded by the SAMHSA Block Grant. The MH 1784 and MH 1785 are to be completed based on the summary MH 1767-S.

Please mail your cost report and signed allocation worksheet to:

California Department of Mental Health
Teri Newby/Marilyn Liddicoat
County Financial Program Support
1600 9th Street, Room 120
Sacramento, CA 95814

If you have any questions or would like more information, please call Teri Newby at (916) 654-3254 or Marilyn Liddicoat at (916) 653-7968.

Sincerely,

FRAN COLETTI
Acting Deputy Director
Administrative Services

Enclosures

cc: Audits
Accounting
Budgets
Adult & Older Adult Program Policy
County Operations